

SUBJECT: Procedure for Completing Deposit Tickets

1. Purpose. To standardize the preparation of the Deposit Tickets (SF 215).
2. Procedures for completing the SF 215 are as follows.
 - a. Block 1. Preprinted deposit ticket number; DO NOT ALTER
 - b. Block 2. Use the bank's business date at time of presentation in MM-DD-YY format (zero fill single digit months)
 - c. Block 3. Eight-digit Agency Location Code (ALC) should be filled in with the following: **00005570**
 - d. Block 4. Total amount of the deposit including cents. Use commas and decimal points; omit dollar sign
 - e. Block 5. Leave blank (Memorandum copy) to be completed after confirmed copy is received from the bank.
 - f. Block 6. Name and address of depositing activity (DFAC, location, address), POC and telephone number. Show breakout of cash deposited in this block.
 - g. Block 7. Name and address of depository (Community Bank) where the deposit is made: **Community Bank Overseas Division.**
 - h. Block 8. Leave blank, the Community Bank will complete this block
 - i. Block 9. Enter:
JOSEPH A. MYRDA, D.O.
Disbursing Office
Unit 23142
APO AE 09227
5. The deposit ticket SF 215 is now completed. For any questions or clarifications, please contact DFAS-Europe or your local finance office.
6. Maintain a supply of SF 215 to ensure deposits are not delayed due to unavailability of forms. The SF 215 must be obtained from the DFAS-Europe, Disbursing Office, DSN 483-7430.